Suggested Training Plan Outline

Job roles, schools represented, etc. The SRSD/UIC application is a part of the CEPI student database application for all students in Michigan. It was designed to resolve discrepancies in the student data resulting from possible duplication of student entries. In some instances it is not clear whether multiple records may represent a single student. This application will help to resolve those possible matches. Training purpose Training purpose The purpose of the SRSD/UIC training is to familiarize local district staff with the new application so they can in-turn resolve any possible discrepancies in their data. Review materials Review and explain the materials you are distributing for the training: • Application User's Guide • FAQs • List of Roles • Timeline for submissions Vocabulary Do a quick review of some of the most relevant terms in the glossary, such as core fields, positive matches, possible matches, and unique identification code. (Found in the back of the Application User's Guide.) Review briefly, the various roles played in the management of the SRSD/UIC: Resolver, District Internal Account Administrator (DIAA), SRSD Uploader, ISD FTE Auditor. These role descriptions are found on the handout "Roles." Follow the Application User's Guide and the PowerPoint slides very closely to explain Phase 1 of the application making sure to highlight the following steps: • Purpose • Uploading batches • Viewing uploaded batches • Checking batch status – step 1 • Batch summary screen – step 2 • Data errors • Checking the match list – step 3 • Match resolution – step 4 • Create new UIC or Use This UIC • Matching strategy • Core fields and Helper fields Review	Introductions	Introduce yourself and find out a little about the audience; i.e.
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	Review	
1 onow the Application User's Guide and the Tower ont	Section 2 of the Application	Follow the Application User's Guide and the PowerPoint
User's Guide: slides very closely to explain Phase 2 of the application,		**
	Phase 2 – Duplicate UIC	
	Resolution	
Duplicate UIC Resolution screen		•

	att to the state of the state o
	 Click on UIC to get record to resolve Determine whether it is the correct match or if a new
	UIC should be assigned, or Do Not Submit if it was
	submitted in error
Review	Give participants a few minutes to review Phase 2.
Scenarios	Assign one of the eight scenarios on pages 13-15 of the
	Application User's Guide to pairs or triads of workshop
	participants. Ask them to review the scenario and explain it
	to the rest of the group. (This serves as a review of both
	Phase 1 and Phase 2 and increases understanding.)
Section 3 of the Application	Follow the application User's Guide and the PowerPoint
User's Guide:	slides very closely to explain Section 3 of the application,
Generate Reports/Download	making sure to highlight the following steps:
UICs	• Purpose
	Click on UIC Reports link
	 Select the kind of report desired – PDF List or Text File Export/Download
	Choose ISD from drop-down list
	Select the batch to report on or select all
	Submit
	Review the kinds of reports available and give the
	participants an opportunity to explore them online.
Section 4 of the Application	Follow the application User's Guide and the PowerPoint
User's Guide:	slides very closely to explain Section 4 of the application,
Student Search	making sure to highlight the following steps:
	• Purpose
	Student search screen
	• Enter the appropriate data (UIC or Core Data) &
	search
	Check results
	Sort columns
	 Open details of the record
	 Go back to Search screen if an action is required to
	correct the record
	Create New UIC
	or
	Link UICs
	or
	Unlink UICs
Review	Give participants a few minutes to review the Student Search section.
Section 5 of the Application	Follow the Application User's Guide and the PowerPoint
User's Guide:	slides very closely to explain Section 5 of the application,
Upload for UIC Request	making sure to highlight the following steps:
N. m.	• Purpose
Note: The data uploaded in this	 Upload for UIC Request = NonSRSD Batch
section are not in the same	Batch File Upload for UIC Request screen
format as the regular SRSD	Select ISD and district
submissions and the LEAs may	Browse button to locate your data for upload

choose to upload their new	Your e-mail address for notification
kindergarten students during the	Submit
regular fall submission cycle.	
regular fall submission eyele.	Check Batch Status List Check Discrepance Check Discrepance
	Check NonSRSD Batch Summary Specifical States Summary
	Non SRSD Batch File Layout
Review	Give participants a few minutes to review Upload for UIC
	Request.
Section 6 of the Application	Follow the Application User's Guide and the PowerPoint
User's Guide:	slides very closely to explain Section 6 of the application,
Give Users Accounts	making sure to highlight the following steps:
	• Purpose
	Search for Users
	Users List Screen
	Enter appropriate data
	Select desired action
	 Search button & view results list
	Reset Criteria for new search
	 Create New User – Individual must be notified of
	rights and responsibilities & a MEIS account must be
	set up if he/she doesn't have one.
	Click on Create New User link & enter appropriate
	data.
	Save User
	Search for new user and select User Roles
	Edit User
Review	Give participants a few minutes to review Give User
	Accounts.
How to get additional help	Make sure participants know where they can get help after
To we got manifestation and p	they leave the training session.
	Application User's Guide
	The Help function within the application includes a
	tutorial explaining how to perform each action.
	DIT Client Service Center:
	E-mail: Help-Desk@michigan.gov
	Phone: 517-335-0505
	• ISD staff
	CEPI website: www.michigan.gov/cepi
Q & A and any closing issues	- CLI I weosite. www.intenigan.gov/cepi
that need to be addressed.	
Adjournment	
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Notes to Trainers:

- 1. Trainers should plan on proceeding with a paper-based training method. Combining the PowerPoint presentation with the User's Guide will allow you to walk participants through the resolution step-by-step. The User's Guide and FAQs also present common issues in the resolution process and provide suggested solutions.
- 2. Encourage participants to raise questions as they occur throughout the training session and to help each other whenever possible.
- 3. Also see the "UIC Tips and Information for Trainers" for additional information.
- 4. To find the SRSD Application on the CEPI website: http://www.michigan.gov/cepi. Click on MEIS Data Services. At the next screen, click on Single Record Student Database on the left navigation bar. Then at the next screen, click on the SRSD/UIC Application (in the pink box).
- 5. To find the training documents on the CEPI website:

 http://www.michigan.gov/cepi. Click on MEIS Data Services. At the next screen, click on Single Record Student Database on the left navigation bar. See SRSD Help Section for the Application Users' Guide, the FAQs and the UIC Timeline for Spring 2004.